



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

ADMINISTRATIVE SPECIALIST III

Posting #SC1117AN20

Opening Date: 11/17/2020

Closing Date: 12/1/2020

Anticipated Vacancy

Salary: \$30,123 - \$37,654 (Minimum –Midpoint) Pay Grade 9

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (Please check this location on your application).

Nature and Scope: This is the third level of administrative specialist work providing administrative support in a variety of operational areas to the Court Administrator.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "Not Qualified". (Resumes, transcripts, and training certificates may be included as supporting documentation. Resumes may not be substituted for the application.):

1. Two years' experience in coordinating administrative support operations, tracking workflow and resolving problems, providing guidance and consultation to management, customers and others on administrative matters.
2. Two years' experience in conducting research from multiple sources; collecting, analyzing and evaluating data collected and preparing reports, letters, and administrative documents.
3. One year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. One year experience in using standard computer software programs for word processing, spreadsheets or databases.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits>.

Submitting Your Application: Visit the website at <https://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@delaware.gov (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer